

INFORMATION AND TECHNOLOGY POLICY

2022



**MAHARAJA SRIRAM CHANDRA BHANJA DEO UNIVERSITY
TAKATPUR, BARIPADA**



**RESEARCH PROMOTION COMMITTEE
MSCB UNIVERSITY
INFORMATION AND TECHNOLOGY POLICY 2022
(Approved by the SYNDICATE dated 20th AUGUST 2022)**

Title : POLICY GUIDELINES ON INFORMATION AND TECHNOLOGY

Issuing Authority : Vice-Chancellor

Preamble

The Information Technology (IT) Policy at Maharaja Sriram Chandra Bhanja Deo(MSCB) University sets forth the central approach that governs the responsible usage of all users of the University's information technology resources. This comprises of the IT facilities allocated centrally or by individual departments. Every member of the University is expected to be familiar with and adhere to this policy. The users of the campus network and computer resources are responsible to properly use and protect information technology resources and to respect the rights of others.

Scope

The IT Policy applies to all University faculty, research scholars, staff and students using the IT resources, whether located in individual departments or centrally.

Objective/Purpose

Each user of the University Information Technology Resource must ensure that it is used for promoting, creation and dissemination of the mission of the University towards teaching, learning, research, and administration. In particular, the major objectives of this policy are:

- To ensure the integrity, reliability, availability and optimum performance of the University IT Systems.
- Facilitate effective communication for the learning enrichment and student engagement.
- Create employment opportunities for the youth and improve their employability through ICT based educational initiatives and industry focused curricula and to help them participate in the ICT revolution, derive economic benefits and eventually become self- reliant.
- To ensure that the availability and implementation of the IT Policy is in line with the Strategic Plan document of the University.
- IT system protects the official e-identity (allocated by the University) of an individual.
- To ensure that all the users of the University are responsible for adhering to the procedures governing the implementation of this Policy document and any other matter incidental to those rules.
- Take steps to automate the various sections' processes like student admission, examination, finance & accounts, purchase, despatch, collection of feedback etc.

Committee

The following responsibilities are assigned to the IT Infrastructure Management Team:

- Keeping stock of the current IT infrastructure
- Up-keeping and Maintenance of the infrastructure
- IT Asset Management, including Hardware and Software Asset Management
- IT Usage and Prohibition
- Security and Integrity
- Budget

Members of the Committee

The following are appointed as the members of the committee:

1. Director, Computer Centre, Convenor

2. Two faculty members, one each from the department of Computer Application and Computer Science
3. Registrar, MSCBU
4. CoF, MSCBU
5. Technical Manager / Network administrator

Standard Operating Procedure

The University shall endeavour to ensure fair implementation of this policy following the operational aspects mentioned below:

- All IT infrastructural requirements are identified by the committee and approval obtained from the Vice Chancellor and may further be ratified in the Syndicate, where required.
- The Finance Committee includes these aspects in the respective head in the year end budget.
- Complaints of any form are registered with the Technical personnel to be further taken up, for, either the hardware or software asset management.
- Keep track of the life of hardware and writ-off the said equipment as non-repairable.
- Related items and equipment which cannot be repaired are referred to the registrar who forwards to the purchase committee for fresh procurement or buy-back procedure.
- Individual users of the IT system are solely responsible for the activities they perform on the Internet from the IP of the University. It is expected from all the stakeholders that they respect Copyrights and also understand the legal implications of infringement, by not downloading copyrighted material, audios and videos, including movies.
- Departmental IT infrastructure are repaired own their own, if within permissible limits; otherwise, centrally repaired.
- Internet, Wi-Fi facility is to be regularly monitored and upgraded and kept functional.
- Ensure proper earthing and UPS of various network related equipment like switches and the firewall.
- All the Servers are to be equipped with UPS, for continuous functioning.
- Website shall be informative, easily navigable, mobile friendly, optimized and well organized.
- Endeavour towards the promotion and effective usage of open source software securely.
- Efficient and effective E-waste management is to be ensured through the local authorised vendor, as stated by the Odisha Pollution Control Board.

- Green IT and Computing is promoted and encouraged.
- Third party vendors may be contacted and through OGFR purchase procedures, all the MIS software is procured and implemented for automation.
- Any violation of the basic objectives and areas mentioned under the IT Policy of the University shall be considered as a violation and as gross misconduct and taken to the disciplinary committee.